

Model Zoning Bylaw Provisions - Form Based Codes

The following model zoning bylaw provisions were adapted from the Town of Southfield, (the former the Naval Air Station in South Weymouth) and the City of Lowell. To date, these communities represent the best examples of Form Based Codes (FBCs) in Massachusetts, although both communities have certain exceptional characteristics that may make transferal of their provisions challenging. Lowell's zoning is a blend of conventional and form-based provisions and currently does not prescribe detailed architectural standards which are typical of FBCs in other parts of the country. Southfield was redeveloped under its own enabling legislation (Chapter 301 of the Acts of 1998, an Act Authorizing the Establishment of the South Shore Tri-Town Development Corporation). Although this unique enabling legislation makes it difficult to compare the Town's zoning provisions to those in Chapter 40A, it does offer parallels in planning and design from which other Massachusetts cities and towns can begin to consider the application of FBCs. Illustrations within each community's codes are copied into this model as examples of the annotated nature of FBCs. In some instances, where the two communities used different approaches, illustrations from each code are included for the purposes of comparison.

The model bylaw clearly illustrates the nexus between comprehensive planning and land use regulations. Crafted upon extensive stakeholder input (including developers), these FBCs place a premium on implementing a community's long term vision and a focus on design rather than density or land use. Communities often fear density in new development because there are so many poorly designed examples of dense development in recent years. Meanwhile, the places that communities most cherish are built at a density that is not allowed under a modern zoning code. The form-based code can help a community achieve many goals, but in particular it lets a community feel more comfortable accepting a density of development that may reflect the historic nature of a community without worrying that it will be designed in a way that is fundamentally incompatible with that character. Furthermore, relying on clearly articulated building forms also reduces the risk for developers from the uncertainty typically associated with addressing a myriad of design and density issues within a special permit process.

This vision represents the future land use plan for the community as identified by those stakeholders. While the general template for the code can remain relatively unchanged, each separate community usually determines its own vision through a delineation of neighborhoods along an "Urban Transect", the identification of appropriate uses within the neighborhood districts, and the development of detailed dimensional regulations and design standards. To achieve the vision, experienced planners lead stakeholders in what is called a "charrette." A charrette process is typically a dynamic planning process that includes multiple short feedback loops where members of the public can participate in the design process and see their ideas incorporated by designers into a realistic plan as it is refined through the course of the charrette process. In doing so, community members are typically provided with maps or models and divided into working groups where they employ various tools to explain in great detail what they

would like to see developed or preserved. FBCs then codify this community-based plan into the zoning regulations.

FBCs usually consist of four main components that are employed to implement a community's vision-based physical plan. The components include a Regulating Plan, Building Form Standards, Definitions and optional Architectural Design Standards and Guidelines. The first section of the model bylaw provides the main elements to implementing a Form-Based Zoning Bylaw, while the second section presents a set of detailed architectural standards and guidelines as an appendix that could be added into the Zoning Bylaw or adopted as a general bylaw. When considering mandatory architectural standards within FBCs, a community should be aware of the potential legal challenges relating to aesthetic control outside of a special permit process. Once this legal issue is resolved however, Special Permits will be less integral to design review as they are largely unnecessary in FBC districts because of the large amount of "up front" planning involved with developing the vision. Thus, an advantage is that FBCs can be largely administered as a "by-right" zoning option because of the specific detail included in the codes. The disadvantage is that bylaws can quickly become very lengthy and intimidating. Because of the large volume of material that can be included in architectural standards, the model provided here suggests using an Appendix to the Zoning Bylaw for these standards. Using this approach keeps the standards in the Zoning Bylaw but also separates them in a way that will increase the "readability" of the text. This approach may also make adoption of the standards more acceptable for Town Meeting or City Council voters. In any event, prior to implementing a FBC, communities will also need to assess their local capacity and resources to administer a FBC in order to determine whether they are seeking to adopt community-wide approach or employ a more limited application with an overlay or special use district.

SECTION 1. PURPOSE AND INTENT

The Regulating Plan (as defined in Section 2 hereof), this Section of the Zoning Bylaw and Appendix A of the Zoning Bylaw shall govern land development activities within the [INSERT CITY/TOWN OR SPECIAL DISTRICT]. These bylaws establish objectives, policies, and standards to promote orderly development and redevelopment within the [INSERT CITY/TOWN OR SPECIAL DISTRICT] for purposes of [INSERT TYPES OF LAND USES PERMITTED IN THE CITY/TOWN OR SPECIAL DISTRICT]. The intent of these Bylaws is to promote the development of [INSERT CITY/TOWN OR SPECIAL DISTRICT] in accordance with the Regulating Plan.

Comment: As noted above, partial FBCs can be applied at the community-wide level as used in Lowell, MA or within targeted redevelopment areas as in the case of Southfield. Similarly, other Massachusetts communities have started to utilize elements of FBCs for targeted overlay districts (such as 40R Smart Growth Districts) as they are ideal for direct application within a focused area that has been comprehensively reviewed through a public charrette or visioning process with a clear set of goals, objectives, and strategies for achieving the vision. Most importantly, communities should realize that applying full, community-wide FBCs that include detailed architectural design standards, requires extensive planning and outreach at the neighborhood level in order to define the desired character and land use types by neighborhood streets or blocks within the community. Given the recent interest in developing 40R Smart Growth Overlay and 43D Expedited Permitting Districts, a more targeted approach to implementing FBCs may prove a useful interim step in using this innovative land use tool.

SECTION 2. REGULATING PLAN

The [INSERT LEGISLATIVE PERMITTING AUTHORITY] adopted a Regulating Plan on [INSERT DATE]. The Regulating Plan is based upon the development principles which guide the development of the [INSERT CITY/TOWN OR SPECIAL DISTRICT]. The Regulating Plan, when read in concert with these Bylaws, establishes a comprehensive land use plan for the development or redevelopment of the [INSERT CITY/TOWN OR SPECIAL DISTRICT]. In the review of all new development subject to these provisions, the [INSERT CITY/TOWN OR SPECIAL DISTRICT] shall give due regard to the guidelines and objectives expressed in the Regulating Plan in the administration and enforcement of these Bylaws. An official copy of the Regulating Plan can be obtained through the [INSERT TOWN/ CITY CLERK'S] Office.

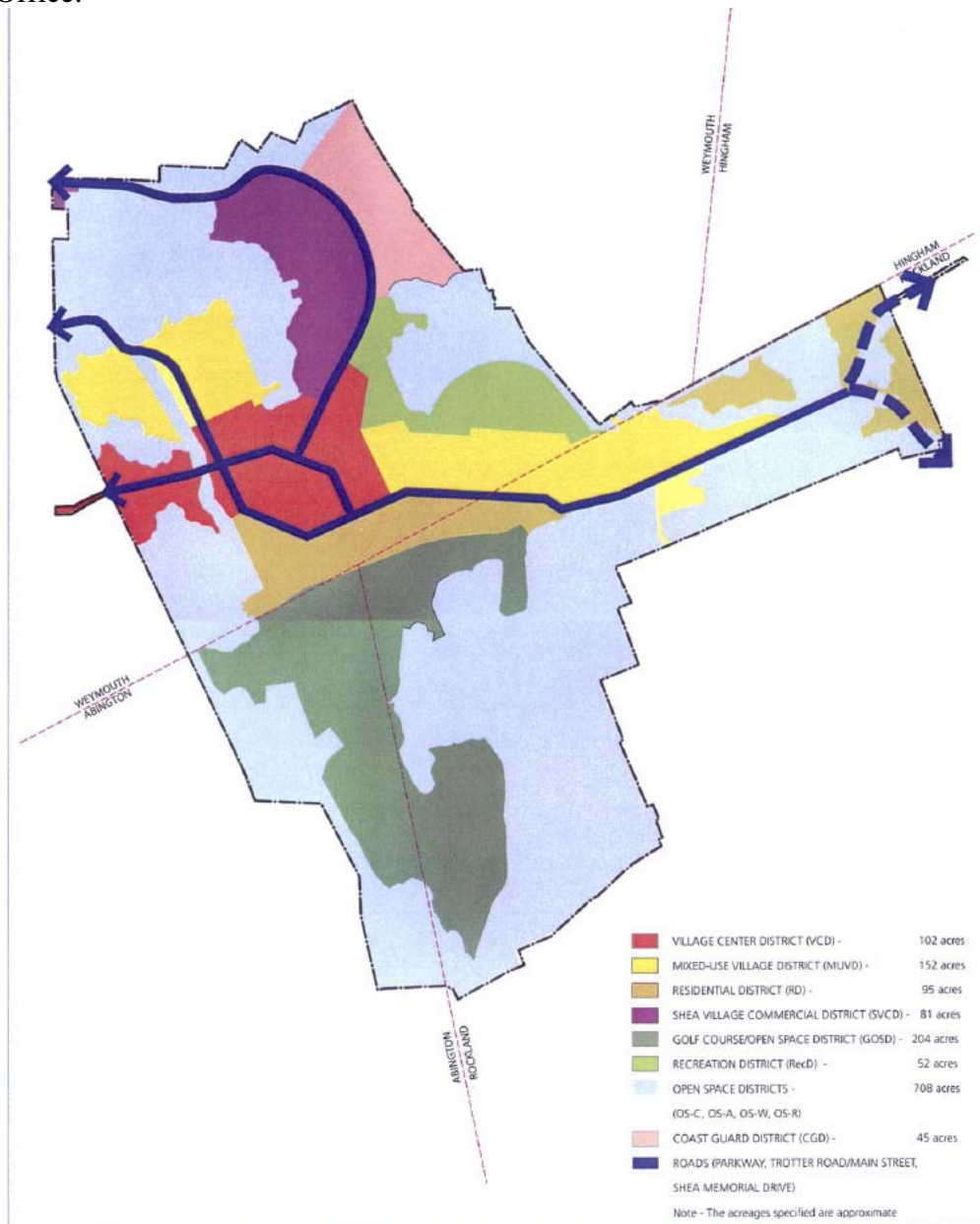


Figure 1 – Regulating Plan: Land Use Element, Southfield, Ma.

Comment: As shown in Figure 1, Southfield's Regulating Plan (RP) provides the framework key for land use and infrastructure development from which the building form standards and other specific information relating to the character of each building site are directly linked. As part of the Regulating Plan, Southfield's Public Amenities Plan (shown in Figure 2) underscores the relationship between the land use element and existing or proposed public spaces. Similar to a zoning map in that both places delineate where specific rules apply, the RP takes this one step further by focusing on the detail of all proposed streets and the blocks they define. Notably, an RP can also serve as the zoning map required under MGL 40A, Section 4, while also doing much more - such as addressing street types, etc.)." Thus, there are really two ways a community can approach this. One would be to create a 'regulating plan' and then a separate zoning map, and streetscape improvement plan that are based upon the regulating plan. The other is to adopt the actual regulating plan map as the zoning map, and reference the streetscape issues in a document separate from the written zoning.

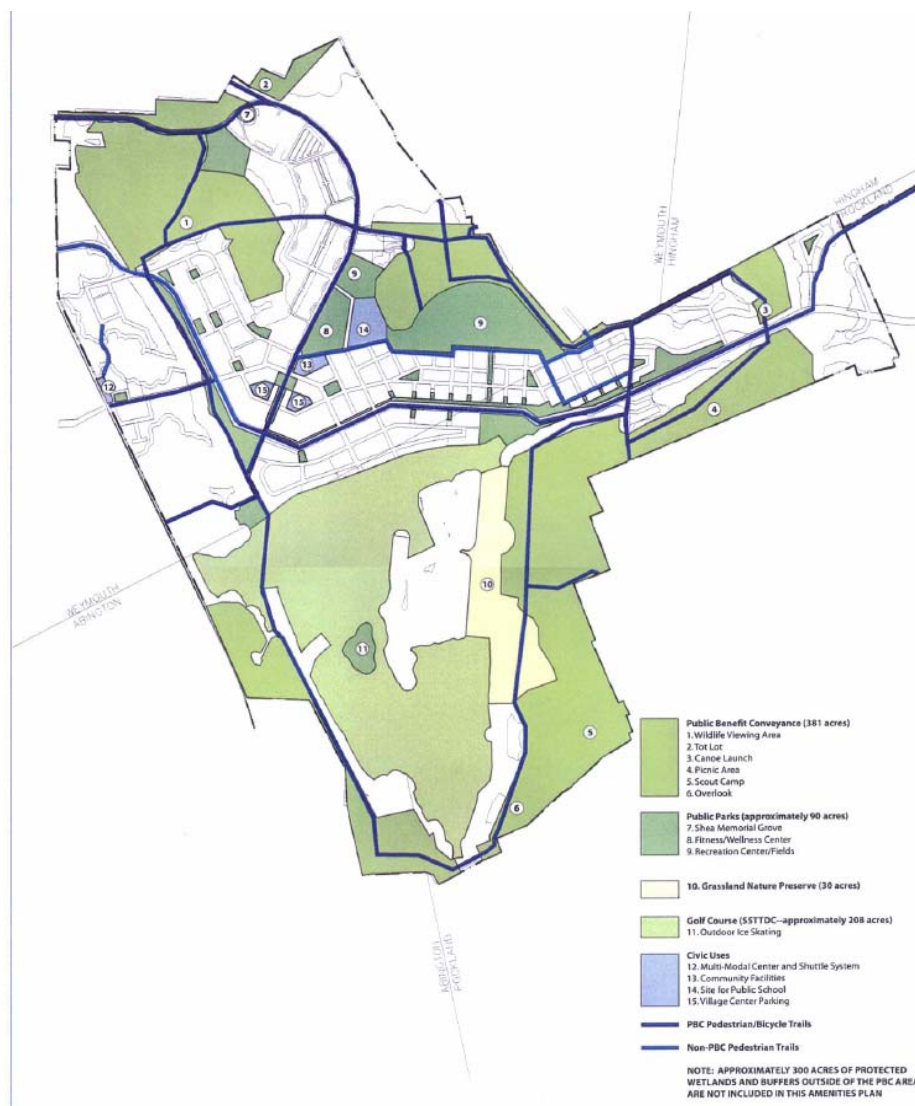


Figure 2 – Regulating Plan: Public Amenities, Southfield, Ma.

Comment: The Regulating Plan in Southfield contains additional detail elements beyond a traditional zoning map including property lines and the location of public places such as streets, parks and squares, as well as predicted footprints of planned public buildings. The additional detail provides the opportunity to evaluate a site as a whole, rather than as separate unique entities. It is important for communities to ensure that all enforceable standards that emerge from the Regulating Plan are included in the body of the Zoning Bylaw with direct references to standards or design guidelines in other local regulations (i.e. Wetlands Bylaw, Site Plan Review, Subdivision Rules and Regulations, Shade Tree Bylaw, etc). Following the framework of the Regulating Plans, the Subdivision Rules and Regulations are then revised to regulate the design and construction of a wide variety of street types, traffic calming measures, low impact development drainage systems and other design characteristics that will shape and support the desired land uses. As an example of form-based subdivision regulations, communities should reference Southfield's Subdivision Rules and Regulations at: http://www.ssttdc.com/bd_zoning_land_use.htm).

Further distancing itself from a traditional zoning bylaw and map, the RP also defines a plan that has been designed and adopted by the community. Given the extensive work and expense involved in preparing a full plan for the entire community, many communities may wish to implement a Regulating Plan for targeted special districts such as those created pursuant to 40R or 43D. This would narrow the scope and scale of the study area and provide an opportunity to build local support and understanding of the benefits of FBCs in a more focused target area prior to undertaking a more comprehensive update of the entire zoning bylaw and map, subdivision regulations and other local bylaws. The idea being that once local understanding and support is generated for using FBCs in a specific target area, local resources may be more readily available to study other areas across the community enabling a more comprehensive analysis, establishment of a regulating plan and revisions to the local zoning bylaws and associated regulations .

SECTION 3. DEFINITIONS

For the purpose of this section, certain words and terms are hereby defined. The definitions set forth in the state building code are also applicable, where appropriate, with respect to words and terms not defined herein.

Comment: Illustrative definitions for terms such as building height, frontyard setback, lots shape or size are often included in the Zoning Bylaw in order to help clarify the intent of the definitions, narrow interpretation, and provide for ease in administration and enforcement. Although they may be included under Site Plan Review, other definitions for items such as dormers, balconies, streetscape improvements and other design elements are often illustrated within regulations adopted outside MGL 40A such as Subdivision Regulations or Design Review Standards and Guidelines.

Example Definitions for Consideration:

Building Height: The vertical distance of the highest point of the roof beam in the case of a flat roof and of the mean level of the highest gable of a sloping roof as measured from the mean ground level at all elevations of a building (see *Figure 3*).

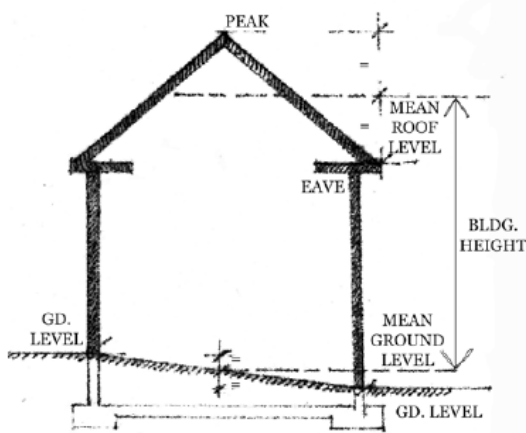


Figure 3 – Building Height

Front Setback: The shortest horizontal distance between the boundary separating a parcel, lot or block of land from the street or way that it fronts on and a building or feature of a building. Where the front portion of a lot is encumbered by an easement for a public sidewalk or roadway, all front setback dimensions are measured from the boundary separating the easement area from the unencumbered lot. This code regulates the following front yard setbacks as shown in *Figure 4*.

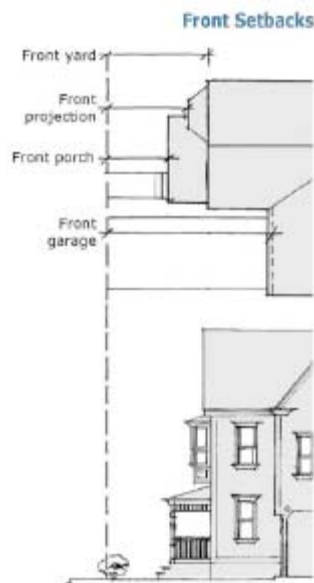


Figure 4 – Front Setbacks

Front garage setback: The shortest horizontal distance measured between the boundary of the parcel, lot or block bordering a street or way and a residential garage door visible from a street or way.

Front porch setback: The shortest horizontal distance measured between the boundary of the parcel, lot or block bordering a street or way to the closest point of a covered porch attached to the front of a building.

Front projection setback: The shortest horizontal distance measured between the boundary of the parcel, lot or block bordering a street or way to the closest point on a building projection but excluding covered porches.

Maximum frontyard setback: The longest permitted horizontal distance measured between one boundary of the parcel, lot or block bordering a street or way to a front-facing façade of the building including a front door.

Minimum frontyard setback: The shortest horizontal distance measured between the boundary of the parcel, lot or block bordering a street or way to the closest point on a building excluding projections or covered porches.

Story, half: A partial story under a roof which has the line of intersection of the roof and the wall face not more than three feet above the floor level, and in which space the floor area with headroom of five feet or more occupies no more than 80 percent of the area of the story directly beneath. Where such floor area occupies more than 80 percent it shall be considered a story as shown in *Figure 5*. Dormers are included in determining the story status. Attic areas used for

storage or structural support where no portion of the attic can be converted to a living area under the Massachusetts Building Code shall not be considered a half-story.

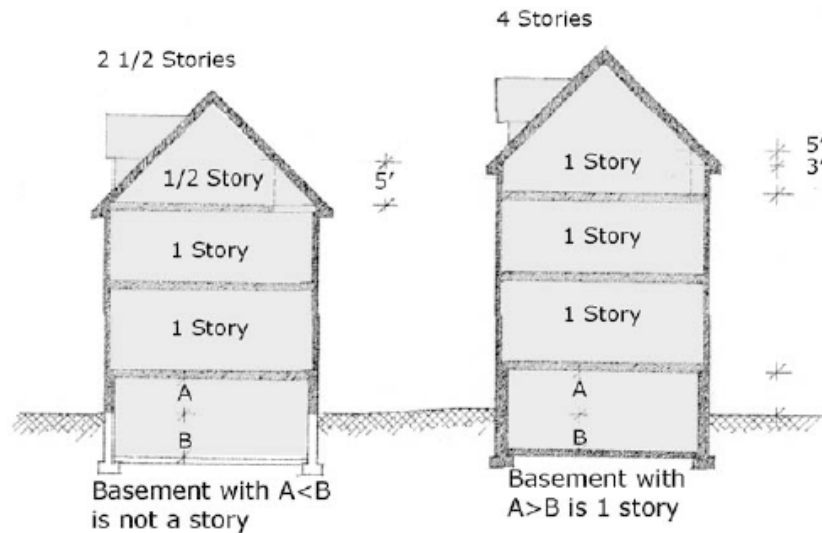


Figure 5 - Story

Comment: Ensuring the Zoning Bylaw includes a wide array of illustrative definitions is an integral part of FBCs. This allows for a full explanation of all vital design elements of the FBCs. Items included in the definitions section are used in very specific ways and may differ from common usage interpretations. For example, building height is commonly expressed in terms of a maximum height or the acceptable number of stories. The minimum number in the range reflects the number of floors required to maintain a “street wall”. The maximum number in the range reflects the highest a building could reach before it appears overwhelming and out of context in relation to the surrounding community. Quite typically, where building height is expressed in terms of a single dimension as they are in traditional zoning, developers attempt to reduce the floor-to-ceiling heights in order to maximize the number of floors they may build. Often this practice results in poor quality design and construction. As heights are expressed in terms of two dimensions, this problem is avoided by adding illustrations and supporting definitions like maximum number of stories.

In respect to design standards for the construction of public improvements such as streets, sidewalks or park areas, communities should seek to illustrate these standards within the Subdivision Rules and Regulations and, where applicable, within the Architectural Design Standards and Guidelines in order to clarify the standards of design review and maintain consistency throughout the review process.

Other commonly used illustrations for definitions include, but are not limited to, open space calculations, lot area, slope requirements, sign design, parking, landscaping and low impact development requirements. As such, conditions vary from code to code and are wholly based within the context of the individual community. Highlighting these terms with graphical diagrams allows for precision when interpreting the code.

SECTION 4. ZONING DISTRICTS

For the purpose of this chapter and consistent with the goals and objectives of the [INSERT THE CITY/TOWN’S COMPREHENSIVE PLAN], the [INSERT THE CITY/TOWN] is hereby

divided into [INSERT #] types of Residential, [INSERT #] types of Commercial and Mixed-Use and [INSERT #] types of Office, Industrial, and Special Purpose Districts as follows: [LIST SEPARATE ZONING DISTRICTS].

Comment: Employing a community-wide approach to establishing zoning districts based on the “Urban Transect” (see description in the narrative for Form-Based Codes), the City of Lowell identified three groupings of residential districts that were established to reinforce the three types of neighborhoods that are commonly found in the city: suburban areas; traditional neighborhood; and urban communities. Figure 6 shows how each of these neighborhood types are then classified by land use type and provided a variety of design objectives relating to historic preservation, lot size, and housing type in order to encourage pedestrian-scale character, neighborhood stability, and flexible ownership options. Similarly, the two main types of commercial districts are also delineated as retail or mixed-use. Retail districts were designed to promote and strengthen retail and related commercial development at key nodes where commercial uses should be specifically emphasized. Mixed-use commercial districts are designed to promote and sustain vibrant commercial activity by encouraging a balanced mix of uses that collectively create a viable market environment for commercial development. Unlike the retail districts that strictly limit non-commercial development in prime retail locations, mixed-use districts recognize and encourage complementary residential development alongside commercial uses. In summary, these districts are grouped to reinforce the same suburban, traditional, and urban development patterns that form the character of the City’s distinct neighborhoods.

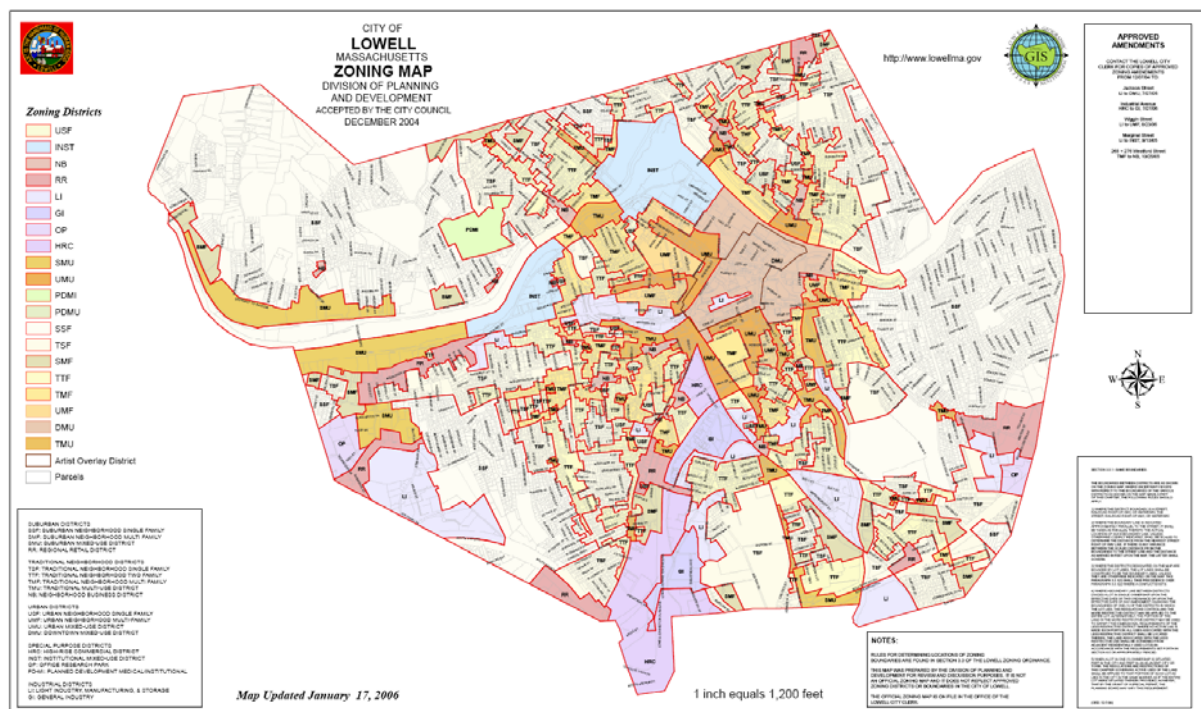


Figure 6 – Transect-Based Zoning District, Lowell, Ma.

In smaller communities like Southfield, or ones employing a targeted overlay approach, a transect-based zoning map can be implemented on much a smaller geographic scale within specific districts such as with 40R Smart Growth Overlay Districts or 43D Priority Development Sites. Similar to the case of the Southfield or Lowell, separate zoning districts (or sub-districts

in the case of 40R Smart Growth Overlay Districts) are delineated on the Zoning Map and the density and design governing land uses are regulated using the primary zones along the transect.

SECTION 5. ZONING MAP

The boundaries of the [INSERT DISTRICT(S)] are hereby established as shown on the map entitled [INSERT THE CITY/ TOWN] Massachusetts Zoning Map, as or hereafter amended, which map is made a part of this chapter.

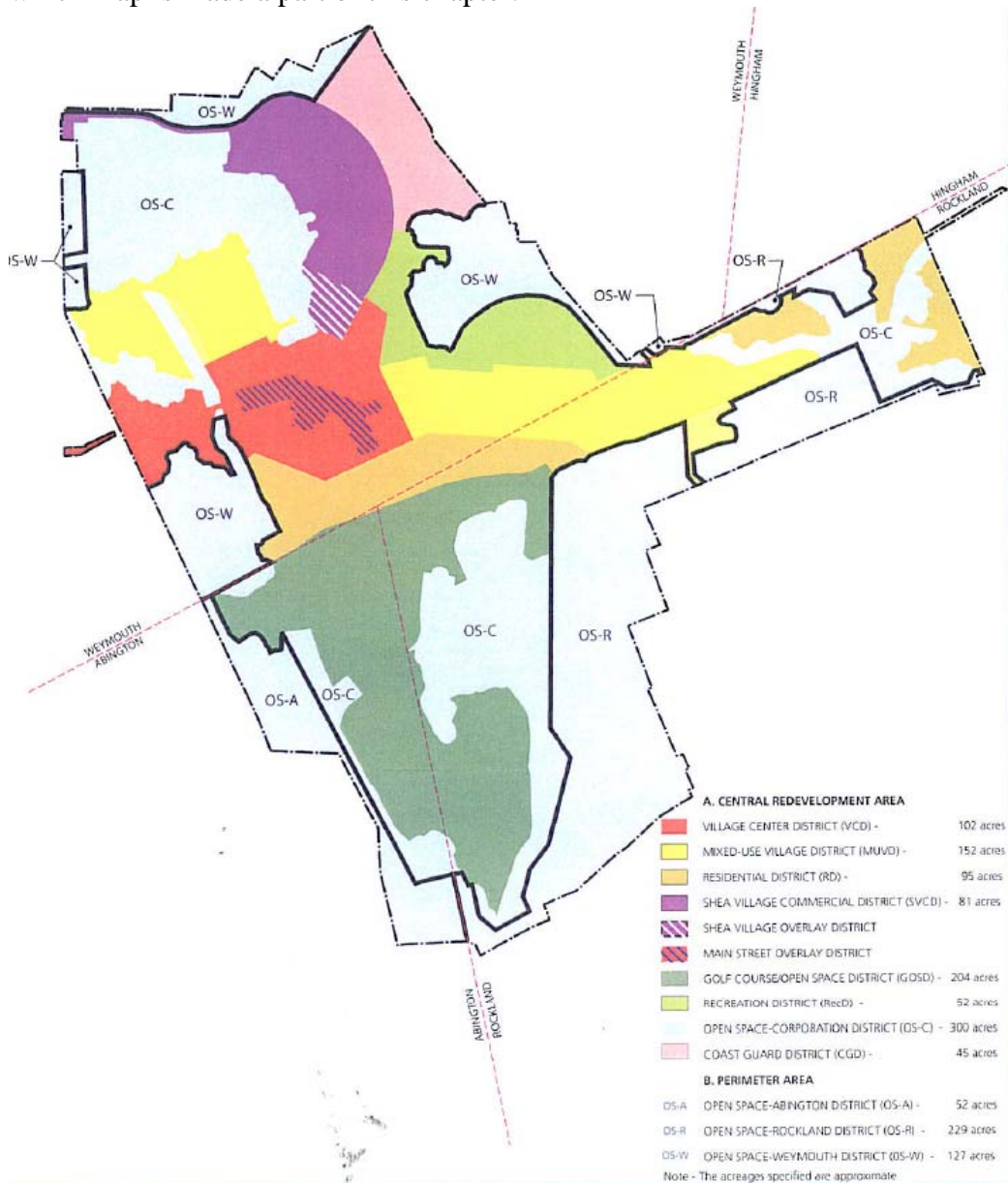


Figure 7 – Zoning Map, Southfield, Ma.

Comment: With Chapter 40R Smart Growth Overlay Districts, smaller sub-districts are encouraged within the larger overlay district. The purpose of these sub-districts is to provide for a variety of uses and densities that are required by the statute as well as to encourage a mixed-use profile. For example, after completing to a comprehensive site assessment in order to identify so-called “developable land” under the statute, Amesbury’s 40R Smart Growth Overlay District includes eight separate sub-districts ranging from a high-density multifamily district to a

low-density rural area permitted at less than 1 unit per acre. Including this diversity of land use and density is an integral component to implementing successful FBCs.

Figure 7 reflects individual neighborhood character as defined in their adopted Master Plan. Based on an Urban Transect, the Southfield located high-density development to core commercial or mixed-use areas with mid to lower density developments located along the edge of the urban commercial centers(s) surrounded by low density open space districts or rural preserves along the perimeter of the larger city/village center. For communities that employ a targeted approach to implementing FBCs, Southfield plan and regulations provide an excellent model for using FBCs.

SECTION 6. USE REGULATIONS

The Schedule of Use Regulations for the [INSERT DISTRICT(S)] are hereby established and shown on the Table of Use Regulations for the [INSERT THE CITY/ TOWN] Massachusetts, as or hereafter amended, which map is made a part of this chapter.

District Type:	Suburban				Traditional Neighborhood					Urban				Special Purpose			Industrial	
Districts:	SSF	SMF	SMU	RR	TSF	TTF	TMF	TMU	NB	USF	UMF	UMU	DMU	HRC	INST	OP	LI	GI
12.1. RESIDENTIAL USES																		
a. Single-family detached dwelling occupied by not more than one family	Y	SP	SP	N	Y	Y	Y	SP	N	Y	Y	SP	N	N	N	N	N	N
b. Two family attached or semi-detached dwelling	N	SP	SP	N	N	Y	Y	SP	N	N*	Y	SP	N	N	N	N	N	N
c. Three family attached or semi-detached dwelling	N	SP	SP	N	N	N	Y	Y	SP	N	SP	Y	SP	N	N	SP	N	N
d. Multi-family dwelling (4 to 6 units)	N	Y	Y	N	N	N	PB	Y	PB	N	Y	Y	PB	N	PB	N	N	N
e. Multi-family dwelling (7 or more units)	N	Y	Y	N	N	N	N	Y	PB	N	PB	Y	PB	SP**	PB	N	N	N
f. Townhouse Development (3 to 6 units)	N	Y	PB	N	N	N	PB	PB	N	N	Y	PB	N	N	PB	N	N	N
g. Townhouse development (7 or more units)	N	Y	PB	N	N	N	N	PB	N	N	Y	PB	N	N	PB	N	N	N
h. One or two dwelling units in a building with a legal non-residential use on the ground floor.	N	Y	Y	SP	N	Y	Y	Y	Y	SP	Y	Y	SP	SP	SP	SP	SP	N
i. Senior Congregate Housing, including, but not limited to, assisted living facilities.	N	Y	Y	SP	N	SP	Y	Y	SP	SP	Y	Y	SP	SP	SP	N	N	N
j. Trailer.	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
k. Non-family accommodations:																		
1. Tourist home, Bed & Breakfast Inn	N	SP	SP	SP	N	N	SP	SP	SP	N	SP	SP	SP	N	Y	N	N	N
2. Boarding or Lodging house, fraternity	N	N	SP	N	N	N	N	SP	SP	N	SP	SP	SP	N	SP	N	N	N
3. Dormitory	N	N	SP	N	N	N	N	SP	SP	N	N	SP	SP	N	Y	N	N	N
4. Hotel	N	N	Y	Y	N	N	N	Y	Y	N	N	Y	Y	Y	Y	Y	SP	N
5. Motel	N	N	Y	Y	N	N	N	Y	Y	N	N	Y	Y	SP	N	SP	SP	N

Table 1 – Transect-Based Table of Uses: Residential Uses, Lowell, Ma.

Comment: The table above is taken directly from the City of Lowell's ordinance and therefore provides information that is not necessarily transferable to another community. The table is provided to illustrate how the existing zoning districts in a community can often be grouped into more general land use categories as was done in Lowell. These broader categories function as the direct link between the zoning bylaw/ordinance and the Regulating Plan. Whatever design elements emerge through the planning process as related to these land use categories will, in turn, directly inform the zoning standards.

Although FBCs place an emphasis on design over use, specific use designations are not completely disregarded. Specific use designations are still applied across the various zoning districts and included in a Table of Uses or with Specific Building Form Standards. In both Lowell (see Table 1) and Southfield, land uses fit within a conventional Table of Use Regulations. However, communities may also opt to omit the Table of Uses and identify specific building forms that would be allowed in each zoning district and then identify the uses that are

allowed within that building form. In Lowell's case, the zoning districts have been reconstituted along an Urban Transect whereby specific land uses are categorized by neighborhood type and location on the transect. As shown in the revised Zoning Map (See Figure 6), the City of Lowell redefined and delineated neighborhoods into five main district types along an urban transect including suburban, traditional neighborhood, urban, special purpose and industrial. Table 1 shows how individual land uses are organized along the transect within the various districts. Land uses more likely to create a significant impact on the neighborhood require a Special Permit.

However, once detailed streetscape and architectural design standards are developed within the FBCs, it is likely that local officials and residents alike will be less reliant on the added procedural and substantive requirements included under a Special Permit. This should have the effect of streamlining the permitting process and encouraging "as-of-right" developments. Regardless of the approach, the Table of Uses should better reflect the zoning districts identified through the Reuse or Regulating Plan and the permitted uses should fit into the individual zoning districts using the "Urban Transect" model as a guide.

SECTION 7. DIMENSIONAL REGULATIONS

The Dimensional Regulations for the [INSERT DISTRICT(S)] are hereby established and shown on the Table of Dimensional Regulations for the [INSERT THE CITY/ TOWN] Massachusetts, as or hereafter amended, which map is made a part of this chapter.

	District	Type of Use	Dimensions (in feet or square feet unless otherwise noted)													
			Max. FAR	Min. Lot Size	Min. LA/DU	Min. Frontage	Front Yard Setbacks				Minimum Side Yard	Min. Rear Yard	Minimum UOS/ DU	Max. Height	Max. Stories	
							Min.	Max.	Projections	Porches	Garages					
SUBURBAN DISTRICTS	SSF	All permitted uses	0.35 †††	10000	10000	75	25	----	22	17	30	10 SUM 25	25	750	35	2.5
	SMF	All permitted uses	0.75	20000	3000	25	25	----	----	----	30	20	25	750	40	3
	SMU	Residential Dwellings	2	20000	3000	25	25	----	----	----	30	20	0†	300	----	----
		All other uses	2	----	----	25	----	----	----	----	----	0†	0†	----	----	----
TRADITIONAL NGHBRHD. DISTRICTS	RR	All permitted uses	2	----	----	25	----	----	----	----	----	0†	40	----	----	----
	TSF	All permitted uses	0.35 †††	7000	7000	55	15	20	12	9	24	10 SUM 25	20	300	32	2.5
	TTF	1 family dwelling	----	6000	6000 ††	55	15	20	12	9	24	10	20	500 ††	32	2.5
		All other uses	----	6000	4000 ††	65	15	20	12	9	24	10 SUM 25	20	500 ††	35	2.5
	TMF	1 family dwelling	----	4500	4000 ††	50	15	20	12	9	24	5 SUM 20	20	500 ††	32	2.5
		All other uses	----	6000	4000 ††	65	15	20	12	9	24	10 SUM 25	20	500 ††	35	3
	TMU	1 family dwelling	----	4500	2500	50	*	*	*	*	21	5 SUM 20	20	250	32	2.5
		Other Residential Dwellings	----	6000	2500	65	*	*	*	*	21	10 SUM 25	20	250	45	4
		All other uses	1	----	----	25	----	8	----	----	21	0†	0†	----	45	4
	NB	Residential Dwellings	1	6000	2500	40	*	*	*	*	21	0†	20	250	35	3
	All other uses	1	----	----	25	----	8	----	----	21	0†	0†	----	40	3	
URBAN DISTRICTS	USF	1 family dwelling	0.75	3000	2500	35	10	15	7	4	21	3 SUM 17	15	225**	32	2.5
		All other uses	----	5000	2500	35	10	15	7	4	21	3 SUM 17	15	225**	32	2.5
	UMF	All permitted uses	----	3400	1000	40	*	*	*	*	*	3 SUM 17	15	----	65	6
	UMU	Residential Dwellings	----	3400	1000	40	*	*	*	*	*	3 SUM 17	15	----	----	----
		All other uses	4	----	----	25	----	----	----	----	----	----	----	----	----	----
	DMU	All permitted uses	4	----	----	25	----	----	----	----	----	----	----	----	----	----
SPECIAL PURPOSE DISTRICTS	HRC	Residential Dwellings	3	43560	----	25	25	--	----	----	30	20	25	100	200	15
		All other uses	5	----	----	25	----	----	----	----	----	----	----	----	200	15
	INST	All permitted uses	2	----	----	25	----	8	----	----	----	0†	0†	----	100	8
INDUSTRIAL DISTRICTS	OP	All permitted uses	2	----	----	25	40	----	----	----	----	20	40	----	50	4
	LI	All permitted uses	2	----	----	25	----	----	----	----	----	----	----	----	----	----
	GI	All permitted uses	2	----	----	25	----	----	----	----	----	----	----	----	----	----

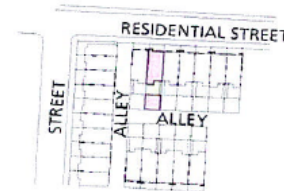
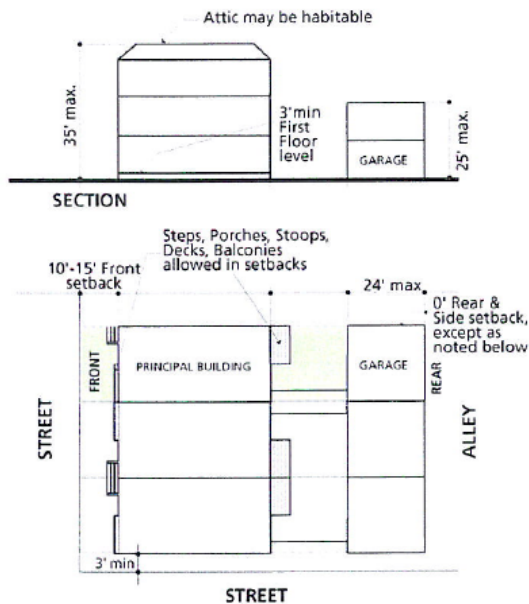
Table 2 – Table of Dimensional Regulations, Lowell, Ma.

Comment: Similar to Table 1, this table is taken directly from the City of Lowell's ordinance and will therefore not be directly transferable to other communities. The table is provided to illustrate some of the key elements that can be used to make a standard dimensional table more sophisticated and form-based. The addition of several setback provisions (e.g. "projections",

“porches”, and “garages”) provide a more detailed framework for building elements that often escape review within zoning.

The most effective way for a community to replicate its character while allowing modern construction is to measure the elements that make a community character successful, and reflect those elements in a building form regulation. In Lowell, the dimensional requirements in traditional and urban neighborhoods were established by measuring the most successful streets and homes in those neighborhoods and reflecting the dimensions of those buildings in the code. By establishing building form standards in a neighborhood that reflect the existing form, bulk, minimum and maximum setback, parking locations and landscaping from the existing neighborhoods, development should be more contextual. As discussed, Lowell opted to modify their Table of Dimensional Regulations to include FBC provisions for regulating projections, garages, porches as well a form-based requirement for setbacks and open space. In contrast, Figure 8 shows how Southfield employed a more typical approach to these dimensional regulations by providing individual Building Form standards that apply to different building types listed in the Table of Dimensional Regulations.

TOWNHOUSE - 2 (TH2)



(* Photos are illustrative only)

LOT OCCUPATION	Lot Area (by Unit)	1,500 sq.ft. minimum - 2,500 sq.ft. maximum
	Lot Coverage	70% maximum
BUILDING SETBACKS	Front	10 feet minimum -15 feet maximum
	Side	No required setback except 3 feet minimum setback for lots with side lot line on residential street
	Rear	0 feet minimum -5 feet maximum
FRONTAGE		18 feet minimum
BUILDING HEIGHT	Principal Building	35 feet maximum height
	Out Building	25 feet maximum height
PARKING	Spaces	maximum 2/unit - minimum 1/unit
	Area	20 feet x 24 feet maximum
	Access	Rear access from alley
USES		Residential. First Floor of Principal Building could include Retail or Live-work. Second Floor of Out Building could include Live-work. See Main Street Overlay District for special First Floor requirement.
DISTRICTS		Village Center District, Mixed-Use Village District, Residential District

Figure 8 – Building Form Standards: “Townhouse 2”, Southfield, Ma.

In either case, these parameters are illustrated in a series of cross-sections specifying key dimensions such as height, setbacks, building locations, and uses. “Build-to” side and rear setbacks are also delineated and the arrangement of building entrances, access, parking and loading locations are specified. The major projections of the building are also included in the Building Forms and include dimensions for entries, porches, stoops, balconies and chimneys.

As a result, both approaches make explicit that different uses can be accorded different locations or placement within the same building and that changes can occur over time as the use of the building evolves or changes due to market conditions. Both communities have formalized the relationship between use, urban design, and the dimensional layout of the development in order to promote a pedestrian-scale, mixed-use, or urban design more consistent with the surrounding neighborhood context.

2. Additional Dimensional Requirements

Projections:

1. Projecting eaves, chimneys, bay windows, balconies, open fire escapes and like projections which do not project more than three and one-half (3 ½) feet, and which are part of a building not more than thirty-five (35) feet in height, may extend beyond the minimum side and rear yard regulations; provided however, that these elements are not any closer to property lines than ten (10) feet, and the yard areas over which these project are not included in the minimum yard area and open space requirements.
2. Projecting eaves, bay windows, balconies, and like projections may extend beyond the minimum front yard regulations; provided however, that these elements are not any closer to property lines or parking areas than the distance listed under “projections” in Table of Dimensional Regulations, the total width of projecting features does not exceed thirty percent (30%) of the total width of the lot or fifty percent (50%) of the width of the building whichever is less, and the yard areas over which these project are not included in the minimum yard area and open space requirements.

Exceptions to Yard Requirements:

The following are special rules regarding the yard requirements set forth in the Table of Dimensional Regulations:

1. In all residential districts, the front wall of a dwelling structure (exclusive of porches and projections) may conform to the average setback of the front wall of the dwelling structures (exclusive of porches and projections) on the lots adjacent thereto on either side. In all residential districts, a front porch, as defined herein, may conform to the average setback of the front porches on the lots adjacent thereto on either side. In all residential districts, a projection, as defined herein, may conform to the average setback of the projections on structures on the lots adjacent thereto on either side. In no case may any part of the preceding provisions of this section be used to allow an existing building to extend nearer to any street line or building line that had been previously established on a given lot. A vacant lot or lot occupied by a building set back more than the minimum setback established for the district, shall be considered as though occupied by a building set back the minimum required distance in said district. All garages must conform to the minimum setbacks established in table of dimensional regulations.
2. In a [INSERT DISTRICT(S)] District, if a building is hereafter erected on a lot adjacent to a building having a blank wall directly on the side lot line, the new building may be so designed and erected that it will be flush with the portion of the blank wall of the former building which extends along the lot line; otherwise, however, not less than the required side yard shall be provided; in any case, the required side yard shall be provided for the remainder of the full lot depth. In case a side wall contains windows or in

case any part of a side blank wall or an existing building shall be set back from side lot line, then a building hereafter erected on the lot adjacent to such an existing building shall be set back from the side lot line in accordance with the provisions hereof.

Comment: As shown above, Lowell's Dimensional Regulations include provisions that require that at least a portion of the façade of a building on a lot, including its front door, must be located between the minimum and maximum front yard setbacks listed in the table. Further, all residential garage doors visible from the public way must be set back from the front lot line at least the distance listed under "garages" under the Table of Dimensional Regulations. Other form-based regulations include adherence to the existing frontyard setbacks along the street edge (including projections) or permitting reductions in the sideyard setback for at least one side of the building if the other side yard is widened. Although potentially confusing to interpret without the use of illustrative diagrams, these provisions enable a community to mandate that new development or redevelopment is consistent with the existing neighborhood context.

Landscaped Open Space in Residential Districts:

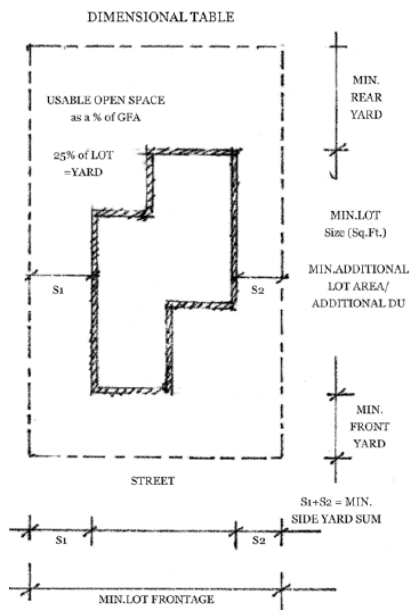
1. On residentially-zoned lots and residential lots in [INSERT DISTRICT(S)] with greater than 40 feet of frontage, at least 50% of the area between the front lot line and the front façade of the primary structure on a lot must be designated as landscaped open space as defined herein.
2. On residentially-zoned lots and residential lots in [INSERT DISTRICT(S)] with less than 40 feet of frontage, the area in the front setback area that is not paved at the time of approval of this ordinance, or paved through a properly approved paving permit must be designated as landscaped open space as defined herein.

Comment: The properly approved paving may include porous pavers, impervious parking strips with landscaping or other low impact development techniques that maintain this space as landscaped open space.

3. No vehicle may be parked in the Landscaped Open Space area of any lot in the City/town of [INSERT THE CITY/TOWN'S NAME].

Usable Open Space in Residential Districts:

Where a minimum amount of usable open space is required in addition to landscaped open space, there shall be included in every lot, used in whole or in part for dwelling units intended for family occupancy, an area of usable open space, as defined in Section 2, provided at the rate specified in the Table of Dimensional Regulations (see *Figure 9*). Where open space is provided to serve more than one (1) family, it shall be deemed usable only if:



1. Each open space area is at least 15 feet on a side (i.e. 225 square feet);
2. Such space is at least five (5) feet from any lot lines;
3. The area designated as usable open space does not include any surface drainage structures or designated wetland areas.

Figure 9 – Usable Open Space

Comment: Similar the developing successful building form standards, communities need to carefully evaluate how the existing dimensional regulations impact the quality and character of developments across a wide array of distinct neighborhoods. Moreover, communities need to comprehensively assess and inventory the existing neighborhood design character prior to modifying the dimensional regulations. In this manner, design elements such as building placements, frontyard setbacks, height, bulk and massing can be locally calibrated by neighborhood, street, or block in order to preserve community character.

SECTION 8. ARCHITECTURAL DESIGN

All applications subject to the provisions of this Bylaw shall comply with or otherwise follow the Architectural Design Standards and Guidelines in Appendix A of the Zoning Bylaw.

SECTION 9. SEVERABILITY

The invalidity of any portion or provision of this bylaw shall not invalidate any other portion or provision in the Zoning Bylaw.

APPENDIX A: ARCHITECTURAL DESIGN STANDARDS AND GUIDELINES

Architectural Design Standards and Guidelines (ADSG) are directly related to the aesthetics of a community and are only included in FBCs at the discretion of local stakeholders. ADSG can prove to be very subjective, which explains why property owners may be reluctant to engage in discussion regarding their breadth and applicability. As shown below in the Southfield adaptation, some types of ADSG include the regulation of particular design elements such as roof materials and slopes, building materials and finishes, paint colors, and window and door detailing. As the acceptance of such ADSG is optional, each community must determine the amount or level of design they wish to regulate. It is also important to recognize that ADSG can also be applied differently across zoning districts and standards can vary across designated neighborhoods or individual planning districts.

Not to be confused with Design Guidelines, ADSG differ in that communities often employ design guidelines to foster high quality development. Design guidelines often identify significant design concerns in a community such as historic preservation or streetscaping and the community then defines development guidelines to satisfy these design concerns. While FBCs provide a template that can be altered to an individual community based upon the charrette and visioning process, design guidelines provide no such template. FBCs seek to implement a community-specific version of the regulating plan with building envelope standards, definitions, and architectural standards.

There are also intrinsic differences such as legal enforcement. Design guidelines are generally advisory or discretionary, and are often used as starting points for discussion and negotiation among community stakeholders. Unlike ADSG, these guidelines commonly function as recommendations as opposed to requirements. Moreover, most design guidelines address cosmetic and appearance issues, rather than the functioning elements of the built form like projections, driveways or garage placement.

In summary, the primary purpose of ADSG is not uniformity, but elimination of those elements that result in an incongruent and unattractive physical environment. The standards provide basic parameters for creative design that may be as varied and different as the traditional architectural styles of the community. The standards also determine the permitted type, size, design, and maintenance requirements for a wide variety of building and site elements. In the end, the objective is to enhance the public realm through streetscape improvements and provide clear standards for infill, redevelopment or expansion of the traditional village or town center or a targeted neighborhood.

[INSERT CITY/TOWN/TARGET AREA] Architectural Design Standards and Guidelines for the Application of Form-Based Codes

SECTION 1 - OVERVIEW OF ARCHITECTURAL DESIGN STANDARDS AND GUIDELINES FOR DEVELOPMENT WITHIN THE [INSERT CITY/TOWN/ TARGET AREA]

Comment: Adoption of detailed architectural design standards and guidelines should be considered optional under the form-based code as some communities opt to focus more on the standards pertaining to improvements within the public right of way using the subdivision regulations coupled with the dimensional regulations within the zoning regulations for lot size, frontage and building placement. However, if communities have sufficient planning staff or a design review board, a more detailed set of architectural design standards and guidelines would enhance efforts to promote a more cohesive development patterns along and within the public realm. Similar to use restrictions and performance standards within a Water Resource Protection District, some of these standards and guidelines apply to all buildings, lots or streets in the City/ Town/ Target Area while others may apply to particular uses, zoning district or target area.

1.1 Authority

These Architectural Design Standards and Guidelines (the “Design Standards and Guidelines”) are part of the Zoning Bylaw provisions [REFERENCE SECTION FOR FORM-BASED CODES] for development within the [INSERT CITY/TOWN/TARGET AREA] and are adopted in accordance with MGL 40A. These Design Standards and Guidelines shall be enforced by the Zoning Enforcement Officer and subject to standard appeal procedures to the Zoning Board of Appeals as identified in [REFERENCE APPEALS SECTION OF ZONING BYLAW].

1.2 Purpose of Design Standards and Guidelines

These Design Standards and Guidelines contain regulations that impact the design and character of [INSERT CITY/TOWN/TARGET AREA]. The purpose of these Design Standards and Guidelines is to preserve/create a high quality public realm. These Design Standards and Guidelines draw upon regional examples of historic New England towns, and reflect the principles of Traditional Neighborhood Design and Smart Growth, in determining street layout and design, mixture of uses, building placement, and architectural character.

1.3 How to Use These Design Standards and Guidelines

These Design Standards and Guidelines contain mandatory and recommended provisions. Mandatory provisions are obligatory and failure to incorporate mandatory provisions shall constitute independent grounds for denial of an application or approval. Recommended provisions provide guidance on preferred design elements, but failure to incorporate recommended provisions shall not be independent grounds for denial of an application or approval.

These Design Standards and Guidelines should be used in the following method:

- 1.3.1 Locate property on the Zoning District Map to determine what Zoning District regulations apply.
- 1.3.2 Determine what Building Forms or uses are allowed in the applicable Zoning District and the requirements applicable to such Building Forms or uses.
- 1.3.3 Review the general provisions of these Design Standards and Guidelines which apply to all properties.
- 1.3.4 Review specific provisions of these Design Standards and Guidelines pertaining to Building Forms or non-accessory uses.

With respect to the specific provisions of these Design Standards and Guidelines pertaining to Building Forms or uses (as referenced in item 4 above), such provisions shall apply to the initial construction of the buildings and the Building Forms and uses designated at such time for the improvements. Upon any change in the Building Form or uses for a particular building following completion of construction, and in connection with any permit or approval issued in connection therewith, the Zoning Enforcement Officer shall determine whether deviation from these Design Guidelines is necessary or appropriate, in the Zoning Enforcement Officer's reasonable discretion.

1.4 Illustrations

Illustrations are meant to demonstrate the character intended for the development within the **[INSERT CITY/TOWN/TARGET AREA]**, but are for illustrative purposes only. Any illustrations shall be on file with the **[INSERT CITY/TOWN]**.

Comment: The reference volumes listed below in Section 1.5 provide many illustrations for a particular design standards or guidelines. Communities are advised to review these reference documents and where possible include photographic examples pertaining to local styles or models for the standards or guidelines.

1.5 References

These Design Standards and Guidelines are based on the application of traditional urban design conventions. More specifically, these conventions are derived from a number of sources in planning literature. Where approvals, interpretations and judgments are left to the discretion of the Zoning Enforcement Officer or his or her agent, he or she may use the following texts for guidance as to best practices:

- a. Werner Hegemann and Elbert Peets, The American Vitruvius: An Architects' Handbook of Civic Art (Princeton Architectural Press, 1988);
- b. Allan B. Jacobs, Great Streets (The MIT Press, 1993);
- c. Peter Katz, The New Urbanism: Toward Architecture of Community (McGraw-Hill, Inc., 1994);
- d. Charles George Ramsey, AIA Graphic Standards, 10th ed. (John Wiley & Sons, Inc. 2000);

- e. Andres Duany et al., The Lexicon of the New Urbanism (Congress for the New Urbanism);
- f. Barton-Aschman Associates, Shared Parking (Urban Land Institute);
- g. Stephen Mouzon, Traditional Construction Patterns: Design and Detail Rules of Thumb (McGraw-Hill, Inc. 2004);
- h. William Ware, The American Vignola: A Guide to the Making of Classical Architecture (W.W. Norton and Company, 1977);
- i. American Planning Association, Planning and Urban Design Standards (John Wiley & Sons, Inc. 2005);
- j. “Residential Development Guidelines for TRADITIONAL NIEGHBORHOODS”, - Preliminary Edition, Division of Planning and Development, Lowell, MA;
- k. Design Guidelines Manual – Downtown Northampton Central Business District (Prepared by Walter Cudnohufsky for the City of Northampton, MA., 1999); and
- l. Local or regional examples on file with the [INSERT CITY/TOWN PLANNING OFFICE].

The above list is not exclusive; additional texts and illustrations may be used for reference and the list may be updated periodically. The above texts and illustrations will be available at the [INSERT CITY/TOWN PLANNING OFFICE] office for applicants to review. Applications for development in the [INSERT CITY/TOWN/TARGET AREA] are not required to comply with the design specifics of the recommended texts and illustrations; the texts and illustrations are for reference and guidance only.

1.6 Administration

The Zoning Enforcement Officer shall serve as the enforcer of these Design Standards and Guidelines. Approvals shall not be unreasonably withheld, however, non-compliant projects which do not obtain appropriate relief will be rejected and must be redesigned to conform to these Design Standards and Guidelines. The Zoning Enforcement Officer shall have authority for approving all aspects of site planning and exterior architecture, including aesthetic appropriateness and any other site-specific matters not delineated herein.

Comment: Similar to the function of a Certificate of Compliance under the Wetland Protection Act, communities may also seek to incorporate a requirement under the approval process whereby the designated Permit Granting Authority would also issue a final approval letter to the Zoning Enforcement Officer (ZCO) prior to issuance of an Occupancy Permit. This would significantly ease the administrative burden on the ZCO for site plan and compliance with these regulations.

1.7 Definitions

Capitalized terms not otherwise defined in these Design Standards and Guidelines shall have the meanings ascribed to such terms in the Bylaws. All terms used in these Design

Standards and Guidelines that are defined in the Bylaws shall have the meanings ascribed to such terms in the Bylaws.

APPURTENANCES: Architectural features added to the main body of a building, including awnings, marquees, balconies, turrets, cupolas, colonnades, arcades, spires, belfries, dormers and chimneys.

BALUSTER: A short vertical member used to support a railing or coping.

BALUSTRADE: A railing together with its supporting balusters or posts, often used at the front of a parapet.

BELFRY: A tower attached to a building that rises above the roof, in which bells are hung.

BLANK (BUILDING) WALL: A side of a building lacking any windows or architectural features.

BUILDING FRONTAGE: The vertical side of a building that faces the lot's frontage and is built to the setback.

BUSINESS SIGN: A sign setting forth the name of the building occupant(s) or indicating the use of the building.

CAP: The protective top layer of a brick structure exposed to weather from above.

CHIMNEY: A vertical structure that rises above a roof of a building and contains the passage through which smoke and gases escape from a fire or furnace.

CIVIC BUILDING: A building used primarily for general public purposes. Uses may include Educational Use, Government Offices, Religious Use, cultural performances, gatherings and displays administered by non-profit cultural, educational, governmental, community service and religious organizations.

COLONNADE: A roofed structure, extending over the sidewalk and open to the street except for supporting columns or piers.

CORNICE: A projecting horizontal decorative molding along the top of a wall or building.

CUPOLA: A domelike structure surmounting a roof or dome, often used as a lookout or to admit light and air. Cupolas are often used to create a visual focal point.

CURB RADIUS: The curved edge of street paving at an intersection used to describe the sharpness of a corner.

EXPRESSION LINE: A horizontal line, the full length of a façade, expressed by a material change or by a continuous projection, such as a molding or cornice. Expression lines delineate the transition between the floor levels.

FREESTANDING BRICK PIER: A pillar of brickwork not connected to a wall.

GARDEN WALL: A freestanding wall along the property line dividing private areas from streets, alleys and or adjacent lots. Garden walls sometimes occur within private yards.

GROCERY STORE: A building containing greater than 20,000 square feet of gross floor area which involves the display and sale to the general public of food and other commodities.

HEADER: The horizontal member spanning the top of an opening.

LARGE FOOTPRINT BUILDING: Any building that has a footprint area equal to or greater than 20,000 square feet.

LINER BUILDING: A functional building built in front of Structured Parking, Movie/Playhouse, Theater, Grocery Store, Anchor Retail building or other Large Footprint Buildings to conceal large expanses of blank wall area and to front the street with a façade that has doors and windows opening onto the sidewalk.

LINTEL: A horizontal structural beam that spans an opening, such as between the posts of a door or window or between two columns or piers.

MARQUEE: A permanently roofed architectural projection, the sides of which are vertical and are intended for the display of signs and which is supported entirely from an exterior wall of a building.

MULLION: Wood or metal that separate and hold in place the panes of a window.

MUNTIN: A strip of wood or metal separating and holding panes of glass in a window.

OPEN SPACE: Parks, squares, plazas, golf courses and other land used for passive or active recreational, conservation or civic use.

PARAPET: A low wall at the edge of a roof, terrace, or balcony.

PILASTER: An upright, rectangular element of a building that projects slightly from a wall or surface to resemble a flat column. A pilaster is non-structural and may or may not conform to one of the classical orders in design.

PRIMARY ACCESS: The main entry point of a building.

PRINCIPAL FAÇADE (For the purpose of placing buildings along setbacks):
The front plane of a building not including stoops, porches, or other appurtenances.

REVEAL: The horizontal distance between a window or door opening and the exterior façade, measured from the dominant building surface to the window or door frame.

SECONDARY ACCESS: Entry points of buildings which are not the Primary Access.

SHARED PARKING: A system of parking areas shared by multiple users, where each user has peak parking demands at different times within a 24 hour period or within a weekly or other relevant period, thereby allowing some parking spaces to be shared.

SILL: The horizontal member at the base of a window opening.

SPIRE: A vertical structure attached to a building that rises above the roof and tapers to a point.

STEPBACK: the portion of the building or structure above such height is stepped back a minimum distance from the exterior face of such building or structure which faces a street.

STOOP: A small platform and entrance stairway at a building entrance, commonly covered by a secondary roof or awning.

STOREFRONT: The portion of a building at the first story that is made available for retail use.

TURRET: A small tower or tower- shaped projection on a building used to create a visual focal point.

WATER TABLE: The horizontal reveal marking the height of the first finished floor level in masonry construction.

Comment: These definitions should be primarily focused on design-related concepts and elements whereas the general use and dimensional definitions should be located within the main body of the Zoning Bylaws.

SECTION 2 – GENERAL PROVISIONS APPLICABLE TO ALL BUILDINGS

2.1 Purpose

2.1.1 The provisions of this Section 2 apply to all buildings, open spaces and streets located in any Zoning District within [INSERT CITY/TOWN/TARGET AREA]. The goal of this Section is to create high quality public spaces within the community.

2.1.2 All lot, street and building designs for [INSERT CITY/TOWN/TARGET AREA] should consider traditional and contemporary local examples that reflect the traditional land use patterns of the community..

2.1.3 Buildings, open spaces and streets should use materials that are appropriate to local climate and use. Building forms and design should be appropriate to the intended use.

Comment: The following list of standards (“Mandatory”) and guidelines (“Recommended”) largely reflect the Architectural Design Standards and Guidelines used in Southfield. Based on a comprehensive analysis of local architectural styles and land use patterns, communities should use these standards and guidelines as a framework from which to locally calibrate the respective design elements and whether they should be designated as mandatory or recommended.

2.2 Lot and Street

2.2.1 Principal Façade

MANDATORY	
1.	All buildings shall have a principal façade and entry (with operable doors) facing a street or open space. Buildings may have more than one principal façade and/or entry.

2.2.2 Solar Design Features

RECOMMENDED	
1.	The massing of all buildings should be considerate of solar access to neighboring properties, particularly allowing sun during winter to properties immediately to the north.
2.	Windows should be oriented to make the best use of passive solar.
3.	The primary roof plane should face as close to solar south as possible, to allow for installation or retrofit with solar panels.

2.2.3 Orientation of Buildings

MANDATORY	
1.	Loading docks, service areas and trash disposal facilities shall not face open space or a street.

RECOMMENDED	
1.	The massing, orientation, and design of buildings should recognize the special character of neighborhoods, terminating streets and adjacent open spaces.
2.	Areas in which street corridors terminate on buildings should be designed in a manner that reflects their importance.
3.	Street corridors that terminate on landscaped vistas should frame that view.

2.3 Buildings

2.3.1 Proportion and Scale

RECOMMENDED	
1.	Local building styles should be considered in building form, window spacing, architectural detailing and façade composition.
2.	In order to modulate their scale, multi-story buildings should articulate the base, middle and top, separated by cornices, string cornices, stepbacks or other articulating features.

2.3.2 Building Walls

MANDATORY	
1.	Blank walls adjacent to streets or open spaces shall not be permitted; provided however that Large Footprint Buildings for Indoor Commercial Recreation, General or Indoor Commercial Recreation, Concentrated uses and buildings may have a blank wall adjacent to a street or open space.
2.	Where more than one material is used, traditionally heavier materials (stone, brick, concrete with stucco, etc.) shall be located below lighter materials (wood, fiber cement board, siding, etc). The change in material shall occur along a horizontal line, preferably at the floor level.
3.	Where side façades are built of a different material than the front façade, the front façade material shall extend around the corner and along the side façade for a minimum of 18 inches.

RECOMMENDED	
1.	Building walls should have perceivable thickness, visual interest and character. A selection of architectural details such as vertical and horizontal recesses and projections, changes in height, floor levels, roof forms, parapets, cornice treatments, belt courses, pilasters, window reveals, forms and color as appropriate to each site can create shadows and texture and add to the character of a building
2.	Exposed foundation walls (below the first floor elevation) should be concrete (painted and/or stuccoed concrete block system (“C.B.S.”)), brick, or natural/ manufactured stone.
3.	All chimneys should be finished with brick, stucco or natural or manufactured stone.
4.	The façades of buildings should be finished with more than one finish material.
5.	Local and regional building styles should be considered in the selection of building materials.
6.	Materials should be used with regard to their traditional structural capacity.
7.	Veneer finishes should be configured in a way that corresponds with the material’s traditional load-bearing configuration.
8.	Buildings should use materials that are durable, economically maintained and of a quality that will retain their appearance over time.
9.	Synthetic stucco (EIFS) and vinyl siding should not be used on visible elements.
10.	All buildings should reflect environmentally responsible design and construction practices as governed by the Energy Star Program. Buildings are also strongly encouraged to be certifiable by the U.S. Green Building Council LEED Rating System.

2.3.3 Columns, Arches, Piers, Railings and Balustrades (not applicable to [INSERT ZONING DISTRICT(S)])

RECOMMENDED	
1.	Columns and piers should be spaced no farther apart than they are tall.
2.	Column proportions and configurations should be consistent with those found in <i>The American Vignola</i> and <i>Traditional Construction Patterns</i> , referenced in Section 1.8 of these Design Guidelines.
3.	Recommended Finish Materials: <ul style="list-style-type: none"> i. Columns: Wood (termite resistant), painted or natural, cast iron, concrete with smooth finish, brick or stone. ii. Arches, Lintels, Sills and Piers: Concrete masonry units with stucco (C.B.S.), reinforced concrete with stucco, brick or stone. iii. Railings & Balusters: Wood (termite resistant), painted or natural, or wrought iron.
4.	Recommended Dimensions & Configurations: <ul style="list-style-type: none"> i. Columns: <ul style="list-style-type: none"> (a) Square, 6 inch minimum, with or without capitals and bases (b) Round, 6 inch minimum outer diameter, with or without capitals and bases (c) Classical orders: Doric, Ionic and Corinthian ii. Arches: Semi-circular & Segmental iii. Piers: 8 inch minimum dimension iv. Porches: <ul style="list-style-type: none"> (a) Top Rail: 2-3/4 inch minimum diameter (b) Balusters: 4 inch spacing maximum (c) Diagonal Cross Brace design is encouraged

2.3.4 Windows, Skylights and Doors

RECOMMENDED	
1.	False window mullions should be avoided.
2.	All windows (except storefront windows) should be operable and shall meet the requirements of the Energy Star Program.
3.	Recommended Finish Materials: <ul style="list-style-type: none"> i. Windows, Skylights & Storefronts: Wood, aluminum, copper, steel, vinyl clad wood or glass ii. Doors: Wood, metal or glass

2.3.5 Roofs

RECOMMENDED	
1.	Local models should be considered in the selection of roof forms.

2.	Recommended Roof Types: gabled, hipped, shed, flat or gambrel roofs. Shed and flat roofs should be concealed with parapets or finished flashing along the street frontage. Applied mansard roofs should be avoided.
3.	Downspouts should match gutters in material and finish.
4.	Recommended Configurations: <ul style="list-style-type: none"> i. Metal: Standing Seam or “Five-vee,” 24 inch maximum spacing, panel ends exposed at overhang ii. Shingles: Square, Rectangular, Fishscale, Diamond iii. Gutters: Rectangular section, Square section, Half-round section
5.	Recommended Finish Materials: <ul style="list-style-type: none"> i. Metal: Galvanized, copper, aluminum or zinc-alum ii. Shingles: Metal or asphalt “dimensional” type, slate or composite slate iii. Gutters: Copper, galvanized steel or aluminum (14-18 gauge)
6.	To prevent adverse impacts of stormwater runoff all roof drains should be recharged into the site with the use of structural and/or non-structural low impact development drainage systems.

2.3.6 Minimum Brick and Stone Detailing (except in the [INSERT ZONING DISTRICT(S)])

MANDATORY	
1.	All openings in brick or stone construction shall be spanned by a header.
2.	All headers shall: <ul style="list-style-type: none"> i. use materials with regard to their traditional structural capacity (veneer finishes shall be configured in a way that corresponds with the material’s traditional load-bearing configuration); ii. be wider than the opening they span; iii. be made of brick, stone, cast stone, terra cotta or metal; and iv. be in one of the following forms: lintel, arch and jack arch.
3.	All buildings with brick or stone construction and with a raised first floor level shall have a water table which shall: <ul style="list-style-type: none"> i. involve a reveal in the wall surface a minimum of 1/2 inch; and ii. on brick buildings, be comprised of brick, but may also be comprised of stone or cast stone.
4.	All window openings in brick or stone construction shall have a sill at their base which shall: <ul style="list-style-type: none"> i. be wider than the window opening; ii. be generally rectangular in form, and shall be sloped slightly away from the window opening to shed water; and iii. be made of brick, stone, cast stone or terra cotta.
5.	All brick structures shall contain a cap which shall: <ul style="list-style-type: none"> i. protect the tops of all brick structures exposed to the weather, including: garden walls, stair treads, planter edges and freestanding brick piers;

ii.	be made of stone, cast stone, terra cotta or slate; and
iii.	be rectangular or more ornate on the edges.

RECOMMENDED	
1.	All headers should: <ul style="list-style-type: none"> i. be a minimum of 4 inches in height; and ii. project from the wall surface a minimum of ½ inch.
2.	All sills should: <ul style="list-style-type: none"> i. be a minimum of 2 inches in height; and ii. project from the wall surface a minimum of 1 inch.

2.4 Building Elements and Appurtenances

2.4.1 Colonnades/Arcades

MANDATORY	
1.	Open multi-story verandas, awnings, balconies and enclosed useable space shall be permitted above the colonnade.
2.	Colonnades shall only be constructed where the minimum depth specified below can be obtained. Colonnades shall be located in the setback.
3.	The following dimensions shall be applicable: <ul style="list-style-type: none"> a. Depth: 6 foot minimum from the building face to the inside column face, 18 inch minimum from the outside of the column face to the curb, 36 inch maximum; b. Height: 10 foot minimum clear; and c. Length: 75% to 100% of Building Frontage.

2.4.2 Driveways, Parking and Landscaped Areas

MANDATORY	
1.	Low Impact Development (LID) Best Management Practices [INSERT LINK TO LID TOOL] shall be used to for all driveways, parking and other disturbed areas in order to preserve natural features on the site, reduce impervious surfaces, and to utilize the natural features of the site for source control and stormwater management.
2.	To minimize water consumption, low water vegetative ground cover (other than turf) should be used.

SECTION III – SPECIFIC PROVISIONS APPLICABLE TO RESIDENTIAL BUILDINGS

3.1. Intent

3.1.1 The provisions set forth in Section III apply to all residential buildings within [INSERT CITY/TOWN/TARGET AREA]. Applicable residential building forms are specified in the Bylaws, and are as follows: [INSERT APPLICABLE BUILDING FORMS]. If a building includes both residential and non-residential uses, the applicant must comply with this Section III for the portions of the building containing such residential use and shall comply with the appropriate provisions of these Design Standards and Guidelines for the portions of the building containing such non-residential uses. If a residential use does not have a corresponding Building Form, the provisions of this Section III shall nonetheless apply to the buildings containing such residential use.

3.1.2 These residential provisions will be used in addition to the general provisions in Section II which apply to all building types. The goal of this Section is to influence the design of all residential aspects of [INSERT CITY/TOWN/TARGET AREA] so that they are visually compelling, unique, safe and pedestrian friendly.

Comment: Given the legal uncertainty of using architectural design standards to regulate the aesthetics of single or two-family residential structure, communities may opt to designate some of these guidelines as mandatory “standards” for uses requiring a Special Permit or within specific target areas such as a 40R Smart Growth Overlay District.

3.2 Lot and Street

3.2.1 Create variety along the street

RECOMMENDED	
1.	At least two of the following elements should vary for each building along a street: (i) materials, (ii) roofline, (iii) windows, (iv) step-backs, (v) modulation, (vi) setbacks, (vii) recesses, (viii) height, (ix) entries, (x) color, (xi) building form, or (xii) architectural details.
2.	Unless designed as a continuous architectural theme such as row houses or a continuous commercial facade of buildings with variable facade, height or roof treatments, adjacent buildings shall be visually distinct from each other.
2.	Stepbacks, setbacks and height changes should be a minimum of 3 feet.
3.	Townhouses should appear as separate, but attached buildings.
4.	Variation in building form should relate to the scale of individual building units or rooms such as recessed or projecting bays, shifts in massing or distinct roof shapes.
5.	A continuous cornice line on a row of townhouses should be avoided.
6.	The façades of Apartments, and Apartments with Commercial should be articulated at minimum intervals of 25 feet. Articulation should be

achieved through changes in building plane or features such as but not limited to: balconies, columns, bay windows and pilasters.

3.2.2 Common Open Space in Open Space Residential Developments

MANDATORY	
1.	Rear yards facing common open space shall not be permitted.
2.	Common open spaces shall be a minimum of 20 feet wide.

3.2.3 Garden Walls, Fences and Hedges

RECOMMENDED	
1.	Prohibited Finish Materials: Plastic, chain link, barbed wire and razor wire fencing.
2.	Fences, garden walls or hedges should be used along all unbuilt property lines which abut streets and alleys.
3.	Fences, garden walls or hedges should be used along Side Yards (behind the front plane of the primary structure) and Rear Yards.
4.	Recommended Finish Materials: Wood (termite resistant) painted/stained, wrought iron, brick, stone or stucco.

3.3 Buildings

3.3.1 Recommended Finish Materials

RECOMMENDED	
1.	Recommended Front Facades: <ul style="list-style-type: none">i. Concrete masonry units with stucco (C.B.S.);ii. Concrete masonry units (painted or split faced);iii. Reinforced concrete with stucco;iv. Pre-cast concrete with stucco;v. Fiber cement board such as "Hardie-Plank" siding (50-year siding product);vi. Wood (termite resistant, 50-year siding product);vii. Brick; andviii. Stone (natural or manufactured).

3.3.2 Entries

RECOMMENDED	
1.	Entries shall be marked by stoops, overhangs and/or other architectural features.
2.	Residential entries should be identifiable and prominent.
3.	Ground floor units directly accessible from the street should be used in Apartments.

3.3.3 Porches

RECOMMENDED	
1.	Front porches should be located in the setback.
2.	Front porches may have multi- story verandas and/or balconies above.
3.	Front porches may be screened; however, if screened, all architectural expression (columns, railings, pickets, etc.) should occur on the outside of the screen (facing the street or common open space).
4.	Porches should wrap around buildings.
5.	The following dimensions should apply: <ul style="list-style-type: none">i. Depth: 8 foot minimumii. Length:<ul style="list-style-type: none">(a) 25% to 100% of Building Frontage; and(b) 25% to 100% of Building Sideiii. Height: 30 inch minimum from grade to top of stairs; 96 inch maximumiv. Overhang: 2 foot minimum

3.3.4 Stoops

RECOMMENDED	
1.	Stoops, if used, should be located in the setback.
2.	Stoops, if used, should not extend into the right-of-way.
3.	The following dimensions should be applicable to stoops: <ul style="list-style-type: none">a. Depth: 4 foot minimum;b. Length: 10% to 25% of Building Frontage; andc. Height: 96 inch maximum.
4.	Stoop stairs should run to the front or to the side.
5.	Stoops may be covered or uncovered

3.3.5 Windows, Skylights, and Doors

RECOMMENDED	
1.	Windows and doors shall be inset in the building wall with a minimum 3 inch reveal.
2.	Any balconies shall be usable with a minimum 3 foot deep projection or recess.
3.	Each floor of any building façade facing open space or a street shall contain transparent windows encompassing a minimum of 15% of the wall area.
4.	Rectangular window openings facing streets shall be oriented vertically.
5.	False window mullions shall not be permitted.
6.	Reflective glass shall not be permitted.

7.	Security bars shall not be permitted on the exterior of windows.
8.	A header and sill is required for all windows in masonry construction (see Section 2.3.6 for additional information regarding brick detailing).
9.	Dormer windows should be used.
10.	Openings in upper stories should be aligned with openings in the first story. Openings on gabled ends should be centered.
11.	The following accessories are recommended: (i) operable shutters, (ii) wooden window boxes, (iii) muntins and mullions, (iv) fabric or metal awnings (without backlighting; without glossy- finish fabrics).
12.	Recommended Configurations <ul style="list-style-type: none"> i. Windows: Rectangular, transom, and sidelight ii. Window Operations: Casement, single and double-hung, industrial, fixed frame (36 square feet maximum) iii. Skylights: Flat to the pitch of the roof. iv. Door Operations: Casement, French, sliding (rear only)

3.3.6 Roof Forms

RECOMMENDED	
1.	Dormers, bays and other projections are encouraged to provide articulation to roof surfaces.
2.	Eaves shall overhang a minimum of 1 foot.

SECTION IV – SPECIFIC PROVISIONS APPLICABLE TO RETAIL BUILDINGS

4.1. Intent

4.1.1 The provisions set forth in Section IV apply to all buildings with a retail use within [INSERT CITY/TOWN/TARGET AREA]. Applicable retail building forms are specified in the Bylaws, and are as follows: [INSERT APPLICABLE BUILDING FORMS]. If a building includes both retail and non-retail uses, the applicant must comply with this Section IV for the portions of the building containing such retail use and shall comply with the appropriate provisions of these Design Standards and Guidelines for the portions of the building containing such non-retail uses. If a retail use does not have a corresponding Building Form, the provisions of this Section IV shall nonetheless apply to the buildings containing such retail use. The following uses shall be deemed retail uses for purposes of these Design Standards and Guidelines: [INSERT APPLICABLE BUILDING FORMS]. All other commercial uses shall be subject to the provisions of Section V.

4.1.2 These retail provisions will be used in addition to the general provisions in [INSERT SECTION OF ZONING BYLAW] which apply to all building types. The goal of this Section is to influence the design of all retail aspects of [INSERT CITY/TOWN/TARGET AREA] so that they are visually compelling, unique, safe and pedestrian friendly.

4.2 Lot and Street

4.2.1 Principal Façade

RECOMMENDED	
1.	Street level frontage should be primarily devoted to entrances, shop windows or other displays.

4.2.2 Create Variety along the street

MANDATORY	
1.	Continuous length of flat walls greater than forty (40) feet in length without articulation with window openings or entrances, shall not be permitted.
2.	On the street providing frontage, doors or entrances with public access shall be provided at intervals no greater than 200 feet along a block.
3.	Stepbacks, setbacks and height changes shall be a minimum of 2 feet in depth.
4.	All doors facing the street providing frontage shall be operable and remain unlocked during business hours.

RECOMMENDED	
1.	Doors or entrances with public access should be provided at intervals no greater than an average of 50 feet along a block on streets in all zoning districts.

4.3 Buildings

4.3.1 Building Walls

RECOMMENDED	
1.	Retail frontage should include recessed or projecting bays, expression of architectural or structural modules and detail and/or variations such as surface relief, expressed joints and details, color and texture. Recessed bays should be a minimum of 2 feet deep.
2.	An expression line should delineate the division between the first story and the second story. A cornice should delineate the top of the façade. Expression lines and cornices should consist of either a molding extending a minimum of 4 inches, or a change in the surface plane of the building wall greater than 8 inches.

4.3.2 Windows

MANDATORY	
1.	Clear, un-tinted and non-reflective glass shall be used at street level to allow maximum visual interaction between pedestrians and the interior of the building.
2.	Bottoms of the storefront windows shall be between 1 and 3 feet above sidewalk grade.
3.	Each floor of any building façade facing open space or a street shall contain transparent windows encompassing a minimum of 15% of the wall area.
4.	Reflective glass shall not be permitted.

RECOMMENDED	
1.	Storefronts should have no roll down security doors and remain unshuttered at night to provide clear views of interior spaces lit from within.

4.3.3 Projecting Elements

MANDATORY	
1.	Retail buildings shall have one of the following: awning, marquee, arcade and/or colonnade.
2.	Awnings/Marqueses: <ul style="list-style-type: none">i. Awnings and marquees shall occur forward of the setback and may encroach within the right-of-way, but shall not extend past the curb line.ii. The following minimum dimensions for first floor awnings shall be applicable. There are no minimum requirements for awnings above the first floor.<ul style="list-style-type: none">(a) Depth: 5 foot minimum(b) Height: 10 foot minimum clear(c) Length: 25% to 100% of Building Frontageiii. Materials<ul style="list-style-type: none">(a) Awnings shall be made of fabric or metal.(b) High-gloss or plasticized fabrics shall not be used.

4.3.4 General Service Establishments

MANDATORY	
1.	Except in the [INSERT DISTRICT(S)], drive-through service windows shall only be located on the side or in the rear of properties which are internal to the block or accessible from an alley.
2.	There shall be no stacking requirements for vehicles.

SECTION V – SPECIFIC PROVISIONS APPLICABLE TO OFFICE & COMMERCIAL BUILDINGS

5.1 Intent

5.1.1 The provisions set forth in Section V apply to all buildings with an office or commercial use within [INSERT CITY/TOWN/TARGET AREA]. Applicable office and commercial building forms are specified in the Bylaws, and are as follows: [INSERT APPLICABLE BUILDING FORMS]. If a building includes both office or commercial uses and other uses, the applicant must comply with this Section for the portions of the building containing such office or commercial uses and shall comply with the appropriate provisions of these Design Standards and Guidelines for the portions of the building containing such other uses. If an office or commercial use does not have a corresponding Building Form, the provisions of this Section V shall nonetheless apply to the buildings containing such office and commercial use. The provisions of this Section V shall not apply to those commercial uses specifically identified in Section IV as retail uses.

5.1.2 These office and commercial provisions will be used in addition to the general provisions in Section II which apply to all building types. The goal of this Section is to influence the design of all office and retail aspects of [INSERT CITY/TOWN/TARGET AREA] so that they are visually compelling, unique, safe and pedestrian friendly.

5.2 Lot and Street

5.2.1 Principal façade

RECOMMENDED	
1.	Street level frontage should be primarily devoted to entrances and windows.
2.	Liner buildings, if used, should be attached or adjacent to the outside of Large Footprint Buildings to relieve large blank walls and provide activity fronting open spaces and streets.

5.2.2 Create variety along the street

MANDATORY	
1.	Continuous length of flat walls shall not be permitted.
2.	On streets providing frontage, doors or entrances with public access shall be provided at intervals no greater than 100 feet along a block.
3.	Stepbacks, setbacks and height changes shall be a minimum of 2 feet in depth.
4.	All doors facing the street providing frontage shall be operable and remain unlocked during business hours.

RECOMMENDED	
1.	Articulation may include storefront bays with modulating building elements such as recesses, projections, expressed entries, building form, columns, pilasters, and/or other clearly expressed architectural details.
2.	Doors or entrances with public access should be provided at intervals no greater than an average of 50 feet along a block on streets in all zoning districts.

5.3 Buildings

5.3.1 Building Walls

RECOMMENDED	
1.	An expression line should delineate the division between the first story and the second story. A cornice should delineate the top of the façade. Expression lines and cornices should consist of either a molding extending a minimum of 4 inches, or a change in the surface plane of the building wall greater than 8 inches.

5.3.2 Windows

MANDATORY	
1.	Except in the [INSERT ZONING/ TARGET DISTRICT(S)], clear, un-tinted and non-reflective glass shall be used at street level to allow maximum visual interaction between pedestrians and the interior of the building.
2.	Reflective glass shall not be permitted.

RECOMMENDED	
1.	Commercial and office buildings in the [INSERT ZONING/ TARGET DISTRICT(S)] should have prominent entries.
2.	Each floor of any building façade facing open space should contain transparent windows encompassing a minimum of 15% of the wall area.

SECTION VI – SPECIFIC PROVISIONS APPLICABLE TO [INSERT SPECIAL USE(S)]

6.1 Intent

6.1.1 The provisions set forth in Section VI apply to all buildings with a [INSERT SPECIAL USE(S)] within [INSERT CITY/TOWN/TARGET AREA]. Applicable building forms are specified in the Bylaws, and are as follows: [INSERT APPLICABLE BUILDING FORMS]. If a building includes both a special use(s) and other uses, the

applicant must comply with this Section VI for the portions of the building containing such a special use(s) and shall comply with the appropriate provisions of these Design Standards and Guidelines for the portions of the building containing such other uses. If a the special use(s) does not have a corresponding Building Form, the provisions of this Section VI shall nonetheless apply to the buildings containing such a special use(s).

6.1.2 These provisions will be used in addition to the general provisions in [INSERT SECTION OF THE ZONING BYLAW] which apply to all building types. The goal of this Section is to influence the design of all commercial aspects of [INSERT CITY/TOWN/TARGET AREA] so that they are visually compelling, unique, safe, and pedestrian friendly.

6.2 Lot and Street

6.2.1 Orientation

MANDATORY	
1.	Buildings shall be oriented to a street or open space, and shall not front solely onto parking lots.

6.2.2 Create Variety along the street

RECOMMENDED	
1.	Continuous length of flat walls should be avoided. Building walls should be articulated at a minimum every 50 feet.
2.	Articulation may include bays with modulating building elements such as recesses, projections, expressed entries, building form, columns, pilasters and/or other clearly expressed architectural details.

6.3 Buildings

6.3.1 Building Walls

RECOMMENDED	
1.	Recessed or projecting bays, expression of architectural or structural modules and detail, and/or variations such as surface relief, expressed joints and details, color and texture should be considered to break up large building walls.

6.3.2 Windows

RECOMMENDED	
1.	Clear untinted glass should be used at street level to allow maximum visual interaction between pedestrians and the interior of the building.

6.3.3 Roofs

MANDATORY	
1.	Mechanical equipment shall be screened, organized and designed as a component of the roofscape.

6.3.4 Proportion and Scale

RECOMMENDED	
1.	Building mass should be articulated through variation in planes and wall surfaces, fenestration, height variation and differences in materials or colors and surface articulations.

SECTION 7 – PARKING

In order to provide a greater degree of design review or a advanced set of performance standards within specific districts or target areas such as 40R Smart Growth Overlay Districts, this section could either be added to the Parking Regulations section of the Zoning Bylaw or added within a supplemental set of architectural design standards and guidelines.

7.1 Intent

The intent of the parking provisions is to encourage a balance between compact pedestrian-oriented development and necessary car storage, as well as to establish provisions for parking lot design. Parking facilities should be designed in a manner that reduces their visual impact and serves to enhance the public realm rather than detract from it. By creating environments that contain a mixture of uses less parking is needed than in single use scenarios. Section VIII has provisions regarding the design of parking lots and structures.

7.2 Bylaws

Parking requirements are determined by Building Form and can be found in [INSERT SECTION OF THE ZONING BYLAW] of the Bylaws. Shared parking may be used to satisfy some or all of the parking requirements set forth in the Bylaws, as reasonably determined by the Zoning Enforcement Officer. Shared parking is encouraged throughout [INSERT CITY/TOWN/TARGET AREA].

7.3 Dimensions

MANDATORY	
1.	The following parking space dimensions and provisions shall apply: <ul style="list-style-type: none">a. Head-in or diagonal parking spaces: 9 feet by 18 feet.b. Parallel parking spaces: 7 feet by 20 feet minimum.c. Drive aisles in parking lots: 24 feet wide for two-way circulation and to provide adequate backup space for 90 degree head-in

	parking.
2.	Landscaping shall be provided in accordance with the provisions of the Subdivision Rules and Regulations for [INSERT CITY/TOWN/TARGET AREA] pertaining to landscaping in parking areas.

RECOMMENDED	
1.	A portion of the parking spaces may be designated for use by compact cars, which require smaller dimensions, or for tandem parking, subject to approval by the Zoning Enforcement Officer. [INSERT SPECIFIC DIMENSIONS].

7.4 Parking

MANDATORY	
1.	If no alley exists, then residential garage doors shall be positioned no closer to streets or open space than 20 feet behind the principal plane of the building frontage.
2.	Where space permits, garage doors shall face the side or the rear, not the front of a building.
3.	Circular driveways are prohibited, except they may be used for civic buildings.

RECOMMENDED	
1.	Alleys should be the primary source of access to off-street residential parking. Parking along alleys may be head-in, diagonal or parallel. Garages should be accessed from the alley and located in the rear of the lot.
2.	Two-car garages with one single door shall not be used, except on alleys.
3.	Garage doors shall not exceed 10 feet in width and the driveway shall be a maximum of 10 feet wide in front of the principal plane of the building.
4.	Garages facing open space or a street are limited to one car width.

7.5 Off-Street Surface Parking Lots

MANDATORY	
1.	On [INSERT ZONING DISTRICT(S)], parking lots shall be located behind buildings, such that buildings separate parking areas from the street providing frontage. Outside of the [INSERT ZONING DISTRICT(S)], parking lots shall be located behind or to the side of buildings, such that buildings or landscaping separate parking areas from the street. Off-street parking areas shall be set back a minimum of 10 feet from property lines along rights-of-way, excluding alleys. Out buildings serving as garages facing alleys shall be permitted within this setback.
2.	Ground level parking facing streets or open spaces shall be screened from the sidewalk and the open space. Screening may include buildings and/or

	landscaping.
3.	The minimum width for a landscaping area to screen parking shall be 5 feet.

RECOMMENDED	
1.	Alleys may be incorporated into parking lots as standard drive aisles.
2.	Access between parking lots across property lines is permitted.
3.	Permeable pavement should be used in parking lot construction.
4.	To minimize water consumption, low water vegetative ground cover (other than turf) should be used.

7.6 Structured Parking

MANDATORY	
1.	Parking structures shall conceal views of parked autos from streets and open spaces.
2.	Ground level parking facing streets or open spaces shall be screened from the sidewalk and open spaces. Screening may include buildings and/or landscaping.
3.	The minimum width for a landscaping area to screen parking shall be 5 feet.
4.	The minimum depth for buildings used to screen parking shall be 20 feet.

RECOMMENDED	
1.	Parking structures should incorporate innovative design ideas, especially for façade treatment, signage, mitigating landscape and covered walkways.
2.	Parking structures should be compatible in color, form and quality of architectural details with adjacent buildings and development patterns in [INSERT CITY/TOWN/TARGET AREA].
3.	Openings to parking areas other than garage doors should be limited to those required by applicable building codes or other regulations for ventilation. Openings should be well above or below eye level and should be covered with visually attractive screening to minimize the parking and its lighting from being seen from the street.
4.	Signage and light sources internal to the parking structure should not be visible from outside the parking structure. Lighting, particularly on parking decks, should not illuminate or produce glare to adjacent properties.
5.	Setbacks from the property line are permitted to accommodate landscaping and other buffer features including climbing vines, trellises, trees or similar landscape elements.

SECTION 8 – SIGNAGE

Comments: In order to provide a greater degree of design review or to establish a higher set of performance standards within specific districts or target areas such as 40R overlay districts, this section could either be added to the Sign Regulations section of the Zoning Bylaw or added within a supplemental set of architectural design standards and guidelines.

8.1 Intent

The signage provisions are intended to ensure compatibility among the signs in [INSERT CITY/TOWN/TARGET AREA].

8.2 General

MANDATORY	
1.	Signs shall be flat against the façade, or mounted projecting from the façade. Freestanding monument signs are permitted only in the [INSERT ZONING DISTRICT(S)].
2.	Signs shall be externally lit from the front. Back lighting of signs shall not be used.
3.	Neon-lit signs shall be permitted only if size and location is controlled to prevent excessive light, as determined by the Zoning Enforcement Officer.
4.	Flashing signs, moving signs and roof signs shall not be used.
5.	Temporary signs with a specific date of expiration, such as sandwich boards, shall be allowed, after approval by the Zoning Enforcement Officer.

RECOMMENDED	
1.	Signs should be made of the following materials: Wood (painted or natural), stone, copper, brass, galvanized steel, painted canvas or paint/engraved on façade surface.

9.3 Street Signs (See Subdivision Rules and Regulations)

9.4 Identity Signs

MANDATORY	
1.	Building numbers shall be located on all buildings.

RECOMMENDED	
1.	Retail/commercial building numbers should be a minimum of 6 inches in height, and a maximum of 10 inches in height.
2.	Residential building numbers should be a minimum of 4 inches in height, and a maximum of 10 inches in height.

9.5 Building Signs

MANDATORY	
1.	Retail signs along sidewalks shall be located a minimum of 8 feet above the pedestrian sidewalk.

RECOMMENDED	
1.	Sign types may include the following: Fin signs, A- frame, awning signs, surface mounted signs, window signs and pole signs.
2.	Signs should not cover or obscure architectural elements.
3.	Individual tenant signs may be located on individual storefronts, over display windows and/or at entries.
4.	The maximum area of any single sign mounted perpendicular to a given façade should not exceed 10 square feet.
5.	A sign should not occupy more than 10% of the building façade area.

9.6 Parking Signs

RECOMMENDED	
.	Parking signage should be simple and understated.